

National Center and State Collaborative (NCSC)

**District Test Coordinator Webinar
March 11, 2015**

Purpose of Today's Webinar

- Review the role of the NCSC Test Coordinator
- Show Test Coordinators how to navigate the NCSC system
- Show Test Coordinators how to create users in the system
- Review important test information

The Purposes of the NCSC Alternate Assessment on Alternate Achievement Standards

- Ensure that all students are able to participate in an assessment that is a measure of what they know and can do in relation to the grade-level Common Core State Standards (CCSS).
- Ensure students with significant cognitive disabilities achieve increasingly higher academic outcomes and graduate high school prepared for post-secondary options.
- Meet requirements of the Individuals with Disabilities Education Act (IDEA) and the Elementary and Secondary Education Act (ESEA), which require the participation of all students in assessments designed to measure student knowledge and ability.
- Produce scores that can be used for accountability purposes.

Participation in NCSC

- Students with significant cognitive disabilities
 - eligible for SC-Alt

- Ages 8-13 and 16
 - grades 3-8 and 11

NCSC Test Schedule

Activity	Participants	Dates
Online Test Administration Training for Test Administrators (TAs) and Test Coordinators (TCs)	TAs and TCs	March 9, 2015 – May 15, 2015
NCSC Test Administration	TAs Eligible Students	March 30, 2015 – May 15, 2015

Description of Content Sessions

NCSC ELA Test			
Session 1: Reading	Session 2: Reading	Session 3: Writing	Session 4: Writing
Literary and informational reading passages and associated Selected-Response Reading items	Literary and informational reading passages and associated Selected-Response Reading items	Selected-Response Writing items	One Constructed-Response Writing item
Open-Response Foundational Reading items (Grades 3 and 4 only)	Open-Response Foundational Reading items (Grades 3 and 4 only)		

NCSC Mathematics Test	
Mathematics Session 1	Mathematics Session 2
Selected-Response Mathematics items	Selected-Response Mathematics items
Constructed-Response Mathematics Completion items in selected grades	Constructed-Response Mathematics Completion items in selected grades

Responsibilities of District Test Coordinator

- Log into the NCSC Assessment System
- Review TC User's Guide and TAM
- Complete the four Training Modules for TCs
- Enter your Test Administrators' names and e-mail addresses into the system
- Be sure that you have signed the Agreement to Maintain Test Security and Confidentiality

Responsibilities of District Test Coordinator (cont'd.)

- Communicate information to your TAs
- Review students listed in your district
- Enter TA's name and e-mail address in the system
 - Upload using a template
 - Manually enter
 - Create classes (optional)
- Work with technology directors to make sure that online NCSC system is accessible and functioning on the computers that will be used for testing

Responsibilities of District Test Coordinator (cont'd.)

- Confirm that TAs have access to the system
- Assist and support training
- Monitor to make sure that all TAs complete training
- Ensure that TAs and students have necessary materials
- Ensure that TAs are aware of test security requirements and have signed the Agreement to Maintain Test Security and Confidentiality

State Specific Information

- Participation Criteria
- SC Training Requirements
- Test Security Legislation
- State Board of Education Regulations
- Test Security Violation Form
- Confidentiality Agreement for TAs and TCs
- Test Security Affidavit
- Testing Irregularity Form
- Guidelines for Reporting Test Security Violations
- Secure Shred Verification Form
- NCSC Accommodations

<http://ed.sc.gov/agency/programs-services/48/NCSCAssessmentDocuments.cfm>

Test Administrators

- Will receive Welcome e-mail with credentials to access the system
 - Review the TAM and the TA User Guide
 - Complete all thirteen training modules
 - TAs who completed the training for the Pilot Test in the fall will take the final quiz and pass with 80% accuracy. However, if TAs did not administer a subject in the fall pilot they should view the modules related to the content.
 - If did not administer math view Module 9
 - If did not administer writing view Modules 11 and 12
 - Everyone should review Module 13
 - Review the sample items especially if the student will be using assistive technology
 - View student information
 - Complete Learner Characteristics Inventory (LCI)
 - Complete Student Response Check (SRC), if necessary
 - Complete Accommodations: Before Test

Test Administrators

- Access Test and Directions for Test Administration (DTA)
- Schedule Monitors
- Administer Assessment
- Submit or Close Test
- Complete Accommodations: After Test
- Complete End of Test Survey (EOT)
- Complete the Test Administrator Security Affidavit
 - Monitor
 - Principal

(DTC-Alt maintains in district)

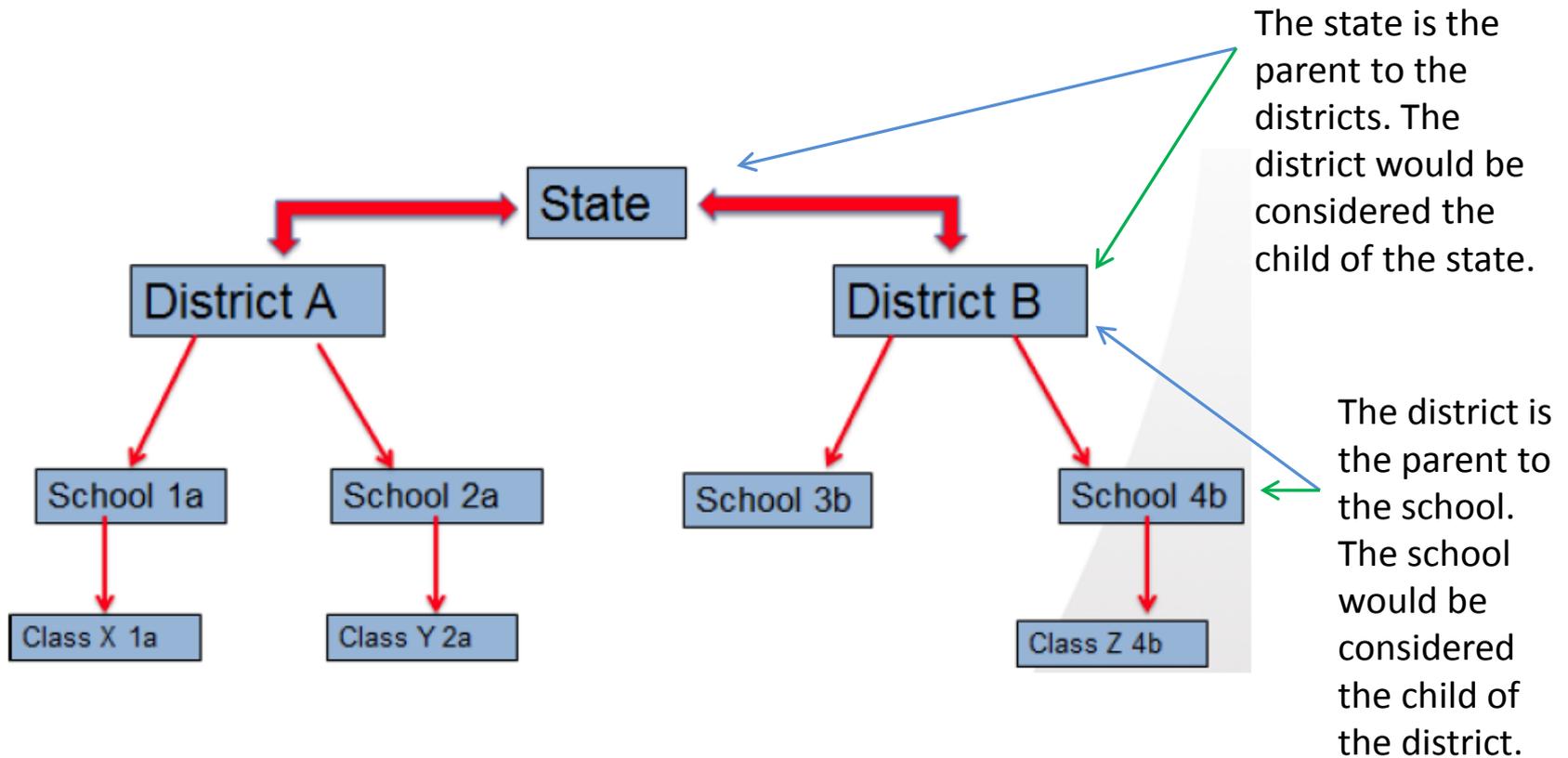
Procedures for Assessing Students Who Are Blind, Deaf, or Deaf-Blind

- Additional Directions for Test Administration
- Accompany forms that reduce barriers for these students
- Forms are assigned based on the template that was sent on March 6
 - Send template by secure fax
 - Upload to the ADTS site

Navigating the System

- Organizations
- Uploading Users File
- Manually Adding Users
- Creating Classrooms

Parent/ Child Organization



Navigating the System

<https://teacher-ncscpartners.ctb.com/user?destination=tap-dashboard>

Important Testing Information

Scrolling

- To view all response options on one screen and avoid scrolling
 - Zoom out to decrease text and image size
 - Hold down CTRL and press the minus sign
 - On a Mac the Command key is used in place of the CTRL key

Reasons for Closing the Test

- The student withdrew from school.
- The student is no longer eligible for the test (does not meet the participation criteria).
- The student had no observable response during the Student Response Check **AND** the TA did not observe a student response to **ANY** of the first four items of the test administered; either the mathematics or ELA test.

Note: TAs MAY NOT close a test because the student shows frustration, behavior concerns, or is not engaged. In these cases, TAs should pause the test and resume it at a more appropriate time for the student. For additional information, refer to the TAM pages 9 and 34.

Frequently Asked Questions

<http://ed.sc.gov/agency/programs-services/48/documents/NCSC-FAQs-3-9-15.pdf>

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